



## AGENDA COVER MEMO

**Memorandum Date:** October 8, 2025

**Order Date** October 21, 2025

---

**TO:** Board of County Commissioners

**DEPARTMENT:** Department of Health & Human Services

**PRESENTED BY:** Eve R. Gray, Director

**AGENDA ITEM TITLE:** ORDER\_\_\_\_\_ / IN THE MATTER OF  
INCREASING ENVIRONMENTAL HEALTH SERVICES FEES  
EFFECTIVE JANUARY 1, 2026

---

### **I. MOTION**

Move Approval of the Increasing of Environmental Health Services Fees, Effective January 1, 2026.

### **II. AGENDA ITEM SUMMARY**

The Department of Health and Human Services (H&HS) seeks Board approval of an increase in Environmental Health (EH) fees in order to maintain balance between the costs of providing these services and the revenue earned.

### **III. BACKGROUND/IMPLICATIONS OF ACTION**

#### **A. Board Action and Other History**

The Board most recently approved an increase to EH fees in August 2024 (24-08-27-01). The Finance and Audit Committee, on 9/25/2025, recommended that H&HS seek approval of an increase in EH licensing fees from the BCC. The ability to collect licensing and related EH fees is granted to Lane County by the Oregon Health Authority (OHA) via a contract, called Foodborne Illness. The current Agreement was put in place effective 6/30/2021 and will remain in place through 6/30/2029.

In accordance with the OARs, Lane County may not increase fees in excess of twenty percent (20%) of the State suggested fees, without first gaining approval from the OHA's Food Illness Prevention Program. The State has approved the proposed rates (Attachment A, dated 8/25/2025).

Please note that the proposed fees, though in excess of 20% of the minimum State suggested fees, represent a seven percent (7%) increase over the current Lane County fees for these services.

H&HS sought and received the concurrence of the Finance and Audit Committee with the proposed fee revisions via a memorandum dated 9/10/2025 (proposed fees are set forth in Attachment B). The Committee authorized H&HS to advance this request for Board consideration. The proposed rates were then posted on the EH portion of the Countywebsite.

One factor impacting the proposed fee increases has been decreased revenue from the orfoodhandler.com website. Via this website, Lane County shares a one-stop access to online food handler training and testing with most other Oregon Counties. As the fees charged the County by the American Safety Council dba Certus have increased, revenue has decreased.

If approved by the Board, the fee increase would take effect on January 1, 2026.

**B. Policy Issues**

In order for services to be sustainable, fees must be established at rates that meet the County's costs, with due consideration being given to keeping services attainable to clients/businesses with limited income. PH has sought to achieve balance in the requested increased fees.

Environmental Health fees are detailed at length in Oregon Administrative Rules 333-012-0053 and 333-012-0050. Health and Human Services assessed the proposed fees in accordance with these rules. These OARs also require Health and Human Services to gain approval from OHA Environmental Health. Please see Attachment B for the approval letter.

**C. Board Goals**

This action meets the Board's strategic plan priority 1: Safe and Healthy County.

**D. Financial and/or Resource Considerations**

H&HS understands raising fees can create barriers to accessing services. However, as the public entity responsible for the health and safety of those accessing these services, we must balance the need for programs that are both cost-effective and safe. H&HS staff have thoroughly reviewed the proposed fee increases and confirmed they are necessary to maintain service quality and meet Oregon Health Authority's reimbursement requirements, set forth in the Foodborne Illness Agreement, to which the County is signatory.

Funds from these fees will be allocated exclusively to the corresponding service areas they support, such as food, pool, and lodging licensing and inspection services. These fees are the sole funding source for these operations. Without them, the program would lose financial stability and struggle to meet its statutory obligations.

**E. Health Implications**

Food contamination and water safety represent substantial threats to the public's health. Some food/water-borne diseases can spread rapidly and result in serious illness and/or death. The most effective way to manage these threats is by means of prevention. The services funded by these fees are the primary method for food/water-borne illness prevention by means of inspecting the possible sources where mass contamination could occur.

**F. Analysis**

The Environmental Health (EH) program at Lane County Public Health has calculated fees based on relevant OARs to align with actual operational costs and sustain current staffing levels. The FDA recommends an inspection rate of 280–320 inspections per full-time employee (FTE). At current staffing levels, Registered Environmental Health Specialists are expected to conduct approximately 500 inspections annually. Although this number is higher than FDA standards, the required number of inspections reflects a reduction in the last few years that is intended to be more manageable and support high-quality inspections.

In response to feedback from public town halls held in 2023, H&HS convened a stakeholder workgroup in January 2024. This group, housed by the Public Health Advisory Committee, helped inform the 2024 license fee setting process.

The stakeholder work group provided valuable feedback incorporated into the current proposal. The inspection and licensing fees for temporary restaurants, schools, daycares, and group homes remain unchanged. This reflects stakeholder concerns about stability and predictability for these particular businesses.

Additionally, the licenses for mobile businesses, which have historically been a low barrier to entry, remain weighted to be attainable options for operators with limited resources. This addresses stakeholder feedback on ensuring continued accessibility for new entrepreneurs.

**G. Alternatives/Options**

1. Instruct H&HS to return with revised fees after discussion and approval by the Finance and Audit Committee, based upon comments provided by the BCC.
2. Approve the proposed fees, effective January 1, 2026.

**IV. RECOMMENDATION**

To approve Option 2, above.

**V. TIMING/IMPLEMENTATION**

H&HS will work to announce the proposed fee increases. Licenses are reviewed for renewal annually in January.

**VI. FOLLOW-UP**

Same as above.

**VII. ATTACHMENTS**

Board Order

Attachment A, Authorization Letter from the Oregon Health Authority

Attachment B, Proposed fee schedule for January 1, 2026

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-10-21-XX

IN THE MATTER OF INCREASING  
ENVIRONMENTAL HEALTH SERVICES  
FEES EFFECTIVE JANUARY 1, 2026

**WHEREAS**, the County has adopted as a strategic priority the promotion of a Safe and Healthy County; and

**WHEREAS**, the County is the Local Public Health Authority and has been delegated the authorities under ORS 624.010 to 624.121, 624.310 to 624.430, 624.650 and 624.992 by the Oregon Health Authority for the enforcement of laws, collection of fees, inspections as well as the issuance of and revocation of licenses for restaurants, commissaries, mobile units, pools and similar facilities; and

**WHEREAS**, the County recognizes the importance to the public's health with respect to the prevention of illness of properly executing these duties;

**NOW, THEREFORE**, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Approve the fee increases as set forth in Attachment B.
2. The effective date of these increases will be January 1, 2026

**ADOPTED** this \_\_\_\_ day of October, 2025.

---

David Loveall, Chair  
Lane County Board of Commissioners

## Memorandum

**To:** Erik Nebeker  
Lane County Environmental Health Manager

**From:** Craig Geddes, MPH, REHS  
Consultation and Training Officer, Foodborne Illness and Prevention Program

**Date:** 8/25/2025

**Subject:** Lane County Fiscal Review

---

The Oregon Health Authority is required under ORS 624.510 to analyze the Local Public Health Authority fee setting process for any fees that are more than 20% higher than the marker fees in ORS 624.490. Our review is to determine if the proper cost elements were used to develop the fees and whether the amount of the fee is justified.

**Based upon the information you have submitted; this memo serves as confirmation that you have satisfied the license fee review process outlined in ORS 624.510 and your fee setting process and amount of your fees are justified.**

Thank you for your attention to this matter. Please contact me at 503-812-2878 if you have any additional questions.



## LANE COUNTY ENVIRONMENTAL HEALTH FEES

### 2026 Proposed Fees

**Important Information:** Licensed facility fees are due each year on December 31<sup>st</sup>. Late payment penalty fees may be assessed at a rate of one-half the cost of the licensing fee. Late payment penalty fees are assessed every month, on the first day of the month, until the facility is closed, or the license is paid.

#### FACILITY TYPE

##### **FOOD:**

|                                  |            |
|----------------------------------|------------|
| Restaurants, 0-15 seats .....    | \$1,040.00 |
| Restaurants, 16-50 seats .....   | \$1,185.00 |
| Restaurants, 51-150 seats .....  | \$1,329.00 |
| Restaurants, 150+ seats.....     | \$1,618.00 |
| Limited-Service restaurant ..... | \$751.00   |
| Bed & Breakfast Restaurant ..... | \$318.00   |
| Mobile Unit .....                | \$471.00   |
| Commissary .....                 | \$665.00   |
| Warehouse .....                  | \$455.00   |
| Vending:                         |            |
| 1-10 Units .....                 | \$289.00   |
| 11-20 Units .....                | \$347.00   |
| 21-30 Units .....                | \$405.00   |
| 31-40 Units .....                | \$462.00   |

*Note: 40 plus units - Contact Environmental Health Licensing for fee amounts.*

##### **POOLS & SPAS:**

|            |          |
|------------|----------|
| Pool ..... | \$665.00 |
| Spa.....   | \$665.00 |

##### **TOURIST FACILITIES:**

|                                                    |            |
|----------------------------------------------------|------------|
| Bed & Breakfast Inns .....                         | \$145.00   |
| Hostels .....                                      | \$217.00   |
| Hotels/Motels:                                     |            |
| 1-25 Units.....                                    | \$318.00   |
| 26-50 Units.....                                   | \$433.00   |
| 51-75 Units.....                                   | \$520.00   |
| 76-100 Units.....                                  | \$636.00   |
| *101+ Units. \$636.00 + \$3.00 per room over 100   |            |
| Organizational Camps .....                         | \$810.00   |
| Recreational Parks:                                |            |
| 1-25 Spaces .....                                  | \$578.00   |
| 26-50 Spaces .....                                 | \$722.00   |
| 51-75 Spaces .....                                 | \$867.00   |
| 76-100 Spaces .....                                | \$1,011.00 |
| 101+ Spaces \$1,011.00 + \$3.75 per space over 100 |            |

##### **NEW APPLICATION SUBMITTED AFTER OCTOBER 1:**

|                                  |          |
|----------------------------------|----------|
| Restaurants, 0-15 seats .....    | \$520.00 |
| Restaurants, 16-50 seats.....    | \$593.00 |
| Restaurants, 51-150 seats .....  | \$665.00 |
| Restaurants, 150+seats .....     | \$809.00 |
| Limited-Service restaurant ..... | \$376.00 |

##### **PLAN REVIEWS:** (one time fee for new or remodeled facility)

|                                          |          |
|------------------------------------------|----------|
| Mobile Units & Restaurants.....          | \$578.00 |
| Bed & Breakfast Facility (kitchen) ..... | \$285.00 |
| Tourist Facility .....                   | \$190.00 |
| Temporary Event Seasonal .....           | \$123.00 |

##### **TEMPORARY RESTAURANTS:**

|                                               |          |
|-----------------------------------------------|----------|
| Discount Single/Seasonal/Intermittent .....   | \$271.00 |
| Full Price Single/Seasonal/Intermittent ..... | \$346.00 |
| Benevolent .....                              | \$54.00  |
| Exempt Foods Agreement.....                   | \$54.00  |
| Out of County Mobile Unit .....               | \$25.00  |

##### **KITCHEN INSPECTIONS:** .....\$245.00

(Includes Schools, Day Care Facilities, Group Care Homes and Non-licensed kitchens)

##### **FRATERNITIES/SORORITIES/CORRECTIONAL INSTITUTIONS:** .....\$284.00

##### **ENVIRONMENTAL HEALTH SPECIALIST CONSULTATION FEE:**.....\$289.00 per hr

##### **LOAN REVIEW:**.....\$221.00

##### **NON-REFUNDABLE PROCESSING FEE:** ....\$27.00

##### **BLEACH KITS** .....\$15.00